

3800 Stone Road, Kilgore, TX 75662



COGWORKS PURCHASING COOPERATIVE PROGRAM

PARTICIPATING ENTITY: _____

ADDRESS: _____

This Agreement is entered into by and between the agencies identified herein as the Contracting Parties and shall become effective upon full execution by the authorized representatives of each participating party. This Agreement is authorized pursuant to Texas Local Government Code §§ 271.101–271.102 and Texas Government Code Chapter 791.

The purpose of this Agreement is to establish participation in the East Texas Council of Governments (ETCOG) COGWORKS Purchasing Cooperative. The Cooperative is intended to assist participating member governments, including cities, counties, municipalities, special districts, independent school districts (ISDs), and other eligible governmental entities, in procuring quality goods and services through competitive procurement methods that promote the prudent expenditure of public funds.

COGWORKS provides solicitation opportunities to prospective local and non-local vendors with an equal opportunity to compete by submitting competitive pricing and/or proposals for the goods and services they provide in accordance with applicable procurement requirements.

Participating membership shall:

1. Designate a primary contact authorized to act on behalf of the Member in matters relating to the COGWORKS Purchasing Cooperative.
2. Provide estimated quantities, anticipated expenditures, and other information reasonably requested by COGWORKS for procurement planning purposes.
3. Identify prospective vendors, including both local and non-local vendors, for consideration in future solicitations.
4. Place orders directly with awarded vendor(s) for required goods and services and remit payment directly to the vendor(s) in accordance with the terms of the applicable contract.
5. Be responsible for ensuring that the specifications for goods and services procured meet the Member's operational requirements and comply with all applicable laws, regulations, standards, and project-specific requirements, including, when applicable, Americans with Disabilities Act (ADA) requirements, insurance, bonding, licensing, and permitting requirements.
6. Be responsible for making purchasing decisions that represent the Member's determination of best value in accordance with applicable laws, policies, and procurement procedures.
7. Promptly notify COGWORKS of any vendor non-performance, non-compliance, product deficiencies, or failure to comply with contract terms or delivery requirements.

COGWORKS Purchasing Cooperative shall:

1. Comply with all applicable federal, state, and local procurement laws, regulations, and requirements governing the Cooperative.
2. Provide the administrative oversight and organizational structure necessary to operate and manage the Cooperative.
3. Gather procurement planning information, including estimated quantities and anticipated expenditures, from participating members as needed.
4. Solicit vendor participation through participating members, public advertisements, vendor outreach, and other appropriate solicitation methods.
5. Receive, publicly open, evaluate, and award solicitations in accordance with applicable procurement laws and distribute award information to participating members.
6. Monitor vendor performance and, when appropriate, serve as a liaison between participating members and awarded vendors regarding contract performance.
7. Provide purchasing guidance, training, and technical assistance to participating members as requested.

This Agreement shall remain in effect until terminated by either Contracting Party upon sixty (60) calendar days' prior written notice to the other Party. Termination of this Agreement shall not affect any purchase orders or contractual obligations incurred prior to the effective date of termination.

The designated contact information may be published on the COGWORKS Purchasing Cooperative website and will serve as the primary point of contact for communications between the participating Member, COGWORKS personnel, awarded vendors, and other parties regarding Cooperative-related matters.

Contact Name/Title: _____

Email Address: _____

Telephone Number: _____

Mailing Address: _____

ENTITY: _____

Signature

Date

Title

East Texas Council of Governments (ETCOG)

Signature

Date

Executive Director

Title